

CHAPTER 9

TRAVEL

Reimbursement for travel cannot be made unless a travel order is issued or approved by the Secretary of the Navy (SECNAV). SECNAV's authority has been delegated or redelegated to other officials to issue orders directing a member or a group of members to travel between designated points. The *Joint Federal Travel Regulations (JFTR)*, volume I, and the *U.S. Navy Travel Instructions (NTI)* define travel status and contain detailed requirements for travel orders.

A travel order establishes, in writing, the conditions for official travel and transportation at government expense and provides the basis for the traveler's reimbursement. The principal type of travel orders that Yeomen (YNs) are concerned with are cost temporary additional duty (TAD) orders.

TAD orders are a form of temporary duty (TDY) that involves one journey away from the member's permanent duty station (PDS) in the performance of prescribed duties at one or more places and directs return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the PDS from which they proceeded on TAD.

TRAVEL TERMS

As a YN, you must become familiar with the terminology used in travel and know under what circumstances travel allowances are authorized and when they are paid. The travel terms and allowances most frequently encountered are as follows:

- Mileage allowance in lieu of transportation (MALT) is an allowance paid on a per mile basis for the official distance between the authorized points of travel to members performing travel at personal expense under permanent change of station (PCS) or TAD orders.

- Per diem is an allowance designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, TDY, or TAD away from the PDS. The allowance under the lodgings-plus system is established on the basis of the actual amount the member pays for lodging plus a prescribed amount for meals and incidental expenses (M&IE). A per diem allowance is payable for whole days, except for the day of departure from and the day

of return to the PDS, in which case it is computed on a quarter-day basis.

Applicable reductions and deductions for meals are made based on the availability of government facilities (quarters and meals). Per diem rates inside the continental United States (CONUS) are prescribed in the JFTR, volume I, appendix D, part I, and per diem rates for locations outside CONUS are prescribed in appendix B, part 1.

- Miscellaneous expenses are certain miscellaneous expenses that are not covered by another allowance and are reimbursed to a member incurring additional expenses while in a travel status. Specific expenses authorized for reimbursement are listed in the JFTR, volume I, chapter 4, part F.

- Common carrier is a firm finishing commercial transportation as a public service under rates prescribed by lawful authority. It includes railroad, bus, airplane, or ship.

- Government transportation request (GTR) is a document used to procure passenger transportation and/or specified passenger transportation services or accommodations from common carriers for members authorized to travel on official U.S. Government business. Transportation furnished is generally the most cost-efficient and quickest way to travel between authorized points.

- Transportation in kind is transportation provided on a government-owned conveyance at no cost to the member.

Table 9-1 lists the mileage allowance in lieu of transportation (MALT) and selected per diem rates. Before we go any further, remember that the rates listed in table 9-1 were current at the time this training manual was written. We will use these rates as we go through travel allowance computations. Although some of these rates will still be the same, you must refer to the appropriate section of the JFTR, volume 1, and use the current rates of MALT, per diem, and other travel allowances.

Table 9-1.-Mileage Allowance in Lieu of Transportation (MALT) and Selected Per Diem Rates, for Illustration and Computation Purposes Only

TYPE (REFERENCE)	RATES AND ALLOCATIONS
MALT, PCS MALT PLUS (JFTR, vol. 1, par. U5105)	\$0.15/mile (one authorized traveler) 0.17/mile (two authorized travelers) 0.19/mile (three authorized travelers) 0/20/mile (four or more authorized travelers)
Flat Per Diem, PCS MALT PLUS (JFTR, vol. 1, par. U5105)	\$50 per day for the allowable travel time (no deductions for meals)
Regular Per Diem, Inside CONUS (JFTR, vol. 1, appendix D, part I)	\$66 per day (Max. lodging - \$34 M&IE - \$26)
M&IE Allocation (JFTR, vol. 1, appendix D, part II)	\$5 (2.25) - Breakfast \$5 (0) - Lunch \$14 (9.00) - Dinner \$2 - Incidental expense
Locality Per Diem, Outside CONUS (JFTR, vol. 1, appendix B, part I)	\$120 per day (Max. lodging - \$86 M&IE - \$34)
M&IE Allocation (JFTR, vol. 1, appendix B, part II)	\$5 (2.25) - Breakfast \$9 (4.00) - Lunch \$13 (8.00) - Dinner \$7 - Incidental
MALT, TAD (JFTR, vol. 1, par. U3305)	\$0.25 (privately owned automobile) \$0.20 (privately owned motorcycle) \$0.45 (privately owned airplane)
DLA (JFTR, vol. 1, par. U5615)	Equal to the member's BAQ (with or without dependent) for 2 months.

TEMPORARY ADDITIONAL DUTY TRAVEL ALLOWANCES

A member ordered to perform TAD remains attached to the same PDS but a member on TDY in conjunction with PCS involves an old PDS and a new PDS. The JFTR makes no distinction between TDY and

TAD with regard to travel allowances while the member is at the temporary station.

TAD MALT

Normally, when a member travels by privately owned conveyance (POC) on TAD and he or she pays

the operating expenses of the POC, the member receives MALT for the official distance of the ordered travel plus per diem for the allowance travel time (TT). The MALT rate is based on the type of conveyance used as shown in table 9-1. Reimbursement of parking fees, ferry fares, road, bridges, and tunnel tolls for travel over the most direct route between the stations involved is also authorized.

PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

The formula for computing per diem under the lodgings-plus system is as follows:

- Daily lodging cost + M&IE - deductions - per diem allowance.
- The amount calculated must not exceed the applicable locality per diem rate. The rates listed in the JFTR, volume 1, appendixes B and D, are the maximum per diem rates prescribed for reimbursing expenses incurred during official travel.

Lodging Expense

Lodging expense is based on the availability of government quarters. The amount allowed is the actual amount incurred or the maximum amount prescribed in the JFTR, volume 1, whichever is less. Some factors considered in determining allowable lodging expenses are as follows:

- Receipts for lodging are required to support a member's travel claim. If receipts are lost or destroyed or impractical to obtain, the traveler furnishes a statement to that effect to support payment of the travel voucher.
- Lodging cost includes charges paid for government quarters and commercial lodging facilities (hotels, motels, and boarding houses) including applicable taxes imposed, but does not include tips or porter fees.
- Lodging expenses are based on the single room rate when a member uses commercial lodging facilities.
- If a lodging receipt shows a charge for double occupancy and the other person sharing the room is a member or government employee on official travel, the traveler is allowed one-half of the double occupancy charge. If the other person is not on official travel, the traveler is allowed the single room rate. The rate is required to provide the single room rate.

- No cost for lodging is allowed if a member stays with friends or relatives while on TAD or TDY. This is regardless of whether or not payment of lodging is made to the friend or relative.

Additional instructions on lodging expenses are listed in the JFTR, volume 1, paragraph U4125.

Meals and Incidental Expenses

The M&IE are based on the availability of government mess and apportioned as follows: breakfast (BR), lunch (LU), dinner (DI), and incidental (IN) expense rates as shown in table 9-1. The current amounts, including apportionment, are listed in the JFTR, appendix B, part II, for outside CONUS and appendix D, part II, for inside CONUS. The dollar amounts in parentheses are used to reduce or increase the M&IE rate when government mess is available and the member is charged the full rate for each meal taken in the government mess.

Using the M&IE rate for inside CONUS in table 9-1 and assuming that a government mess is available to the member, the M&IE allowance is determined as follows:

\$5.00	(BR)
+5.00	(LU)
<u>+14.00</u>	(DI)
\$24.00	(Meal portion)
-11.25	(Total amounts in parentheses)
\$12.75	(Adjusted meal portion)
<u>+2.00</u>	(IN)
\$14.75	(M&IE allowance when a government mess is available)

Let us go further and assume that a government mess is available, but due to the nature of duty, use of two meals (BR and LU) is impractical. The M&IE allowance is determined as follows:

\$14.75	(M&IE rate when a government mess is available)
<u>+2.25</u>	(Total amounts in parentheses for BR and LU)
\$17.00	(M&IE allowance when a government mess is available but use of two meals is impractical)

Now you know how to determine M&IE when a government mess is available and the member is

charged the full rate for each meal taken in the government mess.

It is a different story when meals are furnished at no cost to the member. A deduction of the appropriate M&IE full meal rate (not in parentheses) is made from the member's M&IE allowance for each full day. This time we will assume that a member is on TAD or TDY outside CONUS, the locality M&IE is that amount shown in table 9-1, and BR and LU are furnished at no cost to the member. M&IE allowance is determined as follows:

\$34.00 (Full M&IE rate)
-14.00 (BR and LU full meal rates)

\$20.00 (M&IE allowance when a government mess is not available and BR and LU are furnished at no cost to the member)

Compared to lodging expense reimbursement, M&IE is payable to members without itemization of expenses and without receipts. Do not forget to add the daily lodging cost to the M&IE allowance to come up with the daily per diem allowance.

Essential Unit Messing

When SECNAV determines that government messing is essential to training and readiness, enlisted members are provided meals without charge and officer members we assessed the discounted rate (charges for food only). Enlisted and officer members are not entitled to the meal portion of the M&IE rate. All members are paid an incidental expense rate of \$2 inside CONUS and the incidental expense rate in the JFTR, volume 1, appendix B, part II, outside CONUS, or \$3.50 when government quarters are available on a U.S. installation outside CONUS. These rates were current during revision of this training manual. As always, refer to the JFTR, volume 1, for the correct rates.

A good example in this case is when a naval mobile construction battalion assigns a detachment to an installation outside CONUS and unit messing is essential. Using table 9-1 and the rate of M&IE for outside CONUS, all members of the detachment are enlisted to a per diem of \$7 or \$3.50 a day when government quarters are available. These per diem rates are paid from the day after arrival through the day before departure at the TAD station.

Computations

Before discussing the computation of per diem, be aware that there are situations when per diem

allowances are not payable. A complete list of circumstances in which per diem is not payable is found in the JFTR, volume 1, paragraph U4102. Some of the most common situations are as follows:

- Travel or temporary duty performed within the limits of PDS other than as authorized for the day of arrival at, departure from, or return to the PDS
- For any day of delay en route that is classified as leave or proceed time
- For any day that PCS MALT PLUS is payable
- For any period from the day after arrival thorough the day before departure that a member is a bed patient or an inpatient in a hospital
- For any period from the day after arrival through the day before departure that a member is on TDY or TAD aboard a government vessel where both quarters and mess are available
- For any period an enlisted member is undergoing processing, indoctrination, basic training, or instruction in a TDY/TAD status in a place where both government mess and government quarters are available before reporting to the first PDS
- For any period while a member is in a group travel status
- For any period when a member is ordered to active duty under orders that do not designate a specific PDS

The time allowable to complete the ordered travel is also considered in computing per diem allowances. Constructive travel time is the method you use to establish a basis for payment of per diem when the mode of travel directed is available but not used and the member is authorized to travel by another mode of transportation for his or her convenience (not advantageous to the government). Per diem allowances payable must not exceed the per diem payable for constructive travel over a usually traveled route by air or surface common carrier, whichever meets the requirements of the orders and is more economical to the government.

When constructive travel is determined, the travel allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

The availability of government facilities (quarters and mess) is another factor in per diem computation. Normally, available government facilities are used by members in a travel status to the maximum extent practical. Box lunches, in-flight meals, and rations furnished by the government on military aircraft are not considered a government mess for per diem computation purposes.

DAY OF DEPARTURE FROM AND DAY OF RETURN TO PDS.– The applicable M&IE rate is prorated on a quarter-day basis on the day of departure from and the day of return to the PDS as follows:

- On the day of departure and the member's travel status begins in the:

1st quarter (0001 - 0600), 100 (4/4) percent of the M&IE rate is allowed;

2d quarter (0601 - 1200), 75 (3/4) percent of the M&IE rate is allowed;

3d quarter (1201 - 1800), 50 (2/4) percent of the M&IE rate is allowed;

4th quarter (1801 - 2400), 25 (1/4) percent of the M&IE rate is allowed.
- On the day of return and the member's travel status ends in the:

1st quarter (0001 - 0600), 25 (1/4) percent of the M&IE rate is allowed;

2d quarter (0601 - 1200), 50 (2/4) percent of the M&IE rate is allowed;

3d quarter (1201 - 1800), 75 (3/4) percent of the M&IE rate is allowed;

4th quarter (1801 - 2400), 100 (4/4) percent of the M&IE rate is allowed.

On these days the prorated M&IE rate is reduced by the amount in parentheses shown in the JFTR, volume 1, appendix B, part II, or appendix D, part II, for each meal available in a government mess at the TAD station or stopover point.

Generally, per diem is based on the location of the member at 2400; however, there are occasions when the member is en route to a TDY or TAD location and does not arrive at the lodging site until 2400 or later. In that case, the member claims the lodging cost for the preceding calendar day and the maximum per diem is determined as if the member was at the lodging location at 2400 of the preceding day. If authorized travel to the TDY station requires more than 1 day and a stopover for

the night is required, the maximum per diem is based on the stopover point.

Likewise, when return travel requires more than 1 day and a stopover for the night is required or if authorized travel requires additional stopovers, the maximum per diem is based on the additional stopover points. The M&IE rate for the last en route stopover point applies to the day of return to the PDS.

WHILE AT THE TAD/TDY STATION.– The following factors are considered in computing the maximum daily per diem payable while at the TAD/TDY station:

- Locality per diem rate
- Availability of government quarters and mess
- Daily lodging cost not to exceed the maximum amount for lodging prescribed for the locality
- Endorsement to orders regarding impractical use of available government mess and meals finished at no cost to the member

The daily lodging cost added to the M&IE rate less deductions equals the maximum daily per diem payable. In most cases, the daily per diem rate is constant from the day after arrival until the day before departure at the TAD station.

Computation of per diem allowances is better understood by providing you with the following examples:

EXAMPLE 1:

Itinerary: (enlisted member travels on TAD via POC [automobile])

12/10	Dep: PDS	0930	
	Arr: TAD station	1600	310 miles
12/11	TAD		
12/12	TAD		
12/13	Dep: TAD station	1530	
	Arr: PDS	2215	310 miles

Lodging on a TAD station in government quarters costs \$6 per night and a government mess is available. We will use the regular per diem and M&IE rates for inside CONUS in table 9-1.

Reimbursement:

12/10	3/4 times \$26 = \$19.50 minus \$9 (dinner) plus \$6 (lodging)	= \$16.50
12/11	\$26 minus \$11.25 (amounts in parentheses) plus \$6 (lodging)	= 20.75
12/12	same as 12/11	= 20.75
12/13	4/4 times \$26 minus \$2.25 (break-fast and lunch)	= 23.75
	Round trip of 620 miles times \$0.25	= 155.00
	Total reimbursement	= \$236.75

EXAMPLE 2:

Itinerary: (officer members on TAD via air [GTR])

7/11	Dep: Residence	1500
	Arr: TAD station	2200
7/12	TAD	
7/13	TAD	
7/14	TAD	
7/15	Dep: TAD station	0930
	Arr: PDS	1700

Government quarters are not available and commercial lodging costs \$90 per night. A government mess is not available. We will use the regular per diem and M&IE rates for outside CONUS in table 9-1.

Reimbursement:

7/11	1/2 times \$34 plus \$86 (\$90 = \$103.00 limited to \$86)	
7/12	\$34 Plus \$86	= 120.00
7/13	same as 7/12	= 120.00
7/14	same as 7/12	= 120.00
7/15	5 3/4 times \$34	= 25.50
	Total reimbursement	= \$488.50

PASSENGER TRANSPORTATION

The policy of the U.S. Navy is to provide efficient, economical, and complete one-stop passenger transportation services for eligible Navy-sponsored travelers worldwide through the Pay/Personnel Administrative Support System (PASS).

As part of the overall management program, the passenger transportation division at a personnel support activity detachment (PERSUPPDET) of each personnel support activity (PERSUPPACT), as identified by the PERSUPPACT commanding officer (CO), is designated by the Bureau of Naval Personnel (BUPERS) as a Navy Passenger Transportation Office (NAVPTO).

NAVPTOs are full service transportation offices equipped with the latest state-of-the-art airline computer reservation equipment, complemented by a commercial travel office (CTO) having direct access to the Military Airlift Command (MAC). Normally, NAVPTOs and PERSUPPDETs are the sole source for obtaining official passenger transportation services.

In addition to NAVPTOs, passenger control points (PCPs) have been designated to arrange international and transoceanic passenger transportation in geographic regions where there are no NAVPTOs.

Passenger transportation services in connection with official travel are provided only by PERSUPPDETs. All international or transoceanic travel must be arranged by a NAVPTO or PCP. Only NAVPTOs and PCPs are authorized to deal with the MAC and Military Traffic Management Command (MTMC) in this capacity. A passenger reservation request (PRR) is submitted to a NAVPTO or a PCP for international or overseas passenger transportation. Overseas PCPs are not authorized to arrange any segment of international or transoceanic travel originating in CONUS. NAVPTOs and PCPs submit requests for passenger transportation to the appropriate MAC passenger reservation center according to OPNAVINST 4630.23 (NOTAL).

TIMELY ARRANGEMENT OF TRANSPORTATION

Transportation should be arranged as soon as requirements are known. It is not necessary to wait until travel orders are published and received. As all PCS travel is arranged in a standard manner within the PERSUPPDET, this applies primarily to temporary and TAD travel and special group moves. By arranging transportation at the earliest possible date, the PERSUPPDET/NAVPTO is able to obtain reservations on the desired date and route at the lowest overall cost.

As soon as the itinerary of temporary duty Navy-sponsored travelers (TAD/TDY/TEMADD) is known, commands where the travelers are originating are required immediately to accomplish the following:

- Submit the transportation requirements such as travel orders or PRR to the supporting PERSUPPDET or NAVPTO for arrangement of transportation.

- Prepare an Authorization to Apply for a “No-Fee” Passport and/or Request for Visa, DD Form 1056, when required and make sure the traveler applies promptly for a no-fee passport and/or visa from the supporting PERSUPPDET/NAVPTO.

PASSENGER RESERVATION PROCEDURES

When passenger transportation is requested, the following passenger reservation procedures should be followed:

- When the travel is originating from a shore station, international or transoceanic travel must be arranged through the supporting PERSUPPDET. The PERSUPPDET will provide a PRR to the supporting NAVPTO, which will determine the method of travel and issue a port call as appropriate.

- When the travel is originating from a ship, afloat staff, or mobile unit, the following rules apply:

At home port/PDS, PRRs must be submitted to the NAVPTO or PCP supporting the home port/PDS; for example, ships home-ported in San Diego must submit PRRs to NAVPTO, San Diego.

If the member is deployed away from home port/PDS, PRRs must be submitted to the NAVPTO/PCP with regional responsibilities for the area in which operating.

On short operational requirements away from home port/PDS, PRRs must be submitted to the NAVPTO supporting the home port/PDS as well as a request to the nearest PCP/NAVPTO for return transportation to the home port/PDS if required.

Appendix A, chapter 1, *Issuance of Navy Passenger Transportation Manual* (PTM), NAVMILPERSCOMINST4650.2A, lists the NAVPTOs. The NAVPTO geographic areas of responsibility are identical to those of their PERSUPPACTs unless otherwise specified. Appendix B, NAVMILPERSCOMINST 4650.2A, illustrates the geographic areas of responsibility for CONUS PERSUPPACTs and their NAVPTOs.

Appendix C, chapter 1, NAVMILPERSCOMINST 4650.2A, lists the PCPs and their cognizant commands. Appendix D, chapter 1, NAVMILPERSCOMINST

4650.2A, illustrates the locations of all NAVPTOsS and PCPs worldwide.

PASSENGER RESERVATION REQUEST

As stated earlier, all overseas travel or Navy-sponsored travelers are arranged by a NAVPTO or PCP. PRRs must be submitted to the servicing NAVPTO/PCP. The format for message, NAVGRAM, or letter PRR is as follows:

Item 1 - Name/Grade/Title: Complete last name, first name, middle initial, and Navy grade/rate or civilian rating, as applicable, of each person for whom a seat is requested in item 3. Include the dates of birth of children.

Item 2 - SSN/Officer Designator: Traveler or sponsor social security number is required on all PRRs. Officer designator is required for military personnel or their dependents.

Item 3 - Seats Required: Enter the total number of seats required.

Item 4 - Special Passenger Category: If the request contains passenger(s) who fall within categories listed below, enter the code indicated. Otherwise, omit item.

A - Civilians or dependents not otherwise described below

B - Civilians or military dependents who are close blood/affinitive relatives

D - Civilians paying cash instead of using a customer identification code (CIC) or for whom special credit billing procedures (account handling) must be applied

E - Military paying cash instead of using a CIC or for whom special credit billing (account handling) must be applied

F - Combination of passengers in codes D and E

H - Foreign nationals

J - School teachers

K - School key officials

M - Retirees

N - Separates

P - Prisoners

R - Prisoner escorts

S - Board actions

T- Passengers described in NOTE 1

Item 5 - Excess Baggage: Normally, two pieces of baggage per passenger are authorized on all MAC flights. Omit the item if no excess baggage is authorized. If excess baggage (over and above the normal baggage allowance) is authorized, indicate the number of pieces of excess baggage authorized.

Item 6 - Transportation Passenger Movement Priority: Enter the appropriate transportation movement priority code if shown in orders. Otherwise, omit item.

Item 7 - Type Travel Codes:

- PT** - Authorized or directed air travel of military personnel in TDY (TEMADD/TAD/TAO.) See NOTE 1. This code is not to be used for emergency leave (EL) or temporary duty in connection with PCS orders.
- CT** - Authorized or directed air travel of civilian personnel in TDY status.
- OA** - Authorized or directed air travel of military officer personnel in PCS status, accompanied by dependents.
- EA** - Authorized or directed air travel of military enlisted personnel in PCS status, accompanied by dependents.
- CC** - Authorized or directed air travel of civilian personnel in PCS status, accompanied by dependents.
- PE** - A dependent of a U.S. citizen employee of the Department of Defense (DOD) when classified as an armed forces patient.
- PU** - Authorized or directed air travel of military personnel in PCS status, not accompanied by dependents.
- CU** - Authorized or directed air travel of civilian personnel in PCS status, not accompanied by dependents.
- DU** - Dependent(s) not accompanied by military member.
- CD** - Dependent(s) not accompanied by civilian employee.
- EL** - Emergency leave, military member (space required).

RL - Reemployment leave, civilian sponsor and/or dependents (space required).

RT - Authorized reimbursable air travel for non-DOD funded passengers.

PC - A U.S. citizen employee of the DOD when classified as an armed forces patient.

PM - An active duty or retired member of a military department, excluding the U.S. Coast Guard, in an armed forces patient status.

A dependent of a member of a military PD department on active duty or of a member deceased while on active duty, or a dependent of a retired or deceased retired member of a military department who is authorized medical care under the provisions of AFR 168-9 (NOTAL).

PZ - Family members authorized to accompany U.S. Armed Forces patients who are transported in PCS status—reimbursable.

PP - All other patients/persons for whom reimbursable transportation has been authorized, including members of the U.S. Coast Guard and their dependents.

PA - Special medical or nonmedical attendants.

Passengers electing reimbursable space-required travel will be assigned travel codes as follows:

RA - Dependent travel in connection with a family emergency.

RB - Close blood/affinitive relatives traveling per the member's PCS move.

RC - All other reimbursable travelers.

Item 8 - Date of Detachment/Graduation: Enter the date of detachment from present duty station, or the date of graduation if the member is a student.

Item 9 - Availability Departure Date: Preferred date of departure from the aerial point of embarkation (APOE). Indicate the day and month travel is desired from APOE after completion of authorized DELREP/TEMADD/TAD/TEM DU/TDY and travel time.

Item 10 - Mandatory Departure Date: Date by which the traveler must depart in order to arrive at destination in time to fulfill mission requirements (official commitment, conference, reporting deadline, or other). If there is no mandatory date in the orders, omit (this date is not applicable for dependents),

Item 11 - Origin Station: Enter the geographical location of present duty station, or in the case of ships,

the port where the individual will be detached. If detached overseas, state the location.

Item 12 - Ultimate Duty Station: Permanent or temporary duty station (activity or ship to include the unit identification code [UIC]) to which traveler is ending one-way trip. (Use the *Standard Navy Distribution List* [SNDL] or Navy communications abbreviations for activities, and include hull number of ship.)

Item 13 - Intermediate Duty Station: Station to which traveler will report for TEMADD/ TAD/ TEMDU/TDY while en route to ultimate duty station.

Item 14 - Leave Address After Detachment: Provide leave address, ZIP Code, and telephone number (including area code).

Item 15 - Orders Directing Transfer: Submit order number/transportation code (TC) directing PCS transfers (example: BUPERS Order 123456 for officers; BUPERS TC B0155 for enlisted). Submit TANGO number and date orders issued for TEMADD/TAD/TEMDU/TDY travel.

Item 16 - Additional Information: When applicable, indicate TEMADD/TAD/TEMDU/TDY activities in CONUS en route to overseas duty. Furnish any other pertinent information.

Item 17 - Return Date: If the traveler is on TEMADD/TAD, provide the date available for return transportation to duty station.

Item 18 - Return Origin: Point where temporary duty traveler will be available for return transportation.

Item 19 - Return Destination: Point to which temporary duty traveler must return.

Item 20 - Passports:

Member/sponsor. If travel is to a destination requiring a passport, and a no-fee passport is in the traveler's possession, give passport number and expiration date. If applying for a no-fee passport, give date and place of birth and date and place passport application was submitted.

Dependent. If dependent(s) are traveling to a destination requiring a passport, and no-fee passports are in their possession, give passport number and expiration date for each dependent. If applying for a no-fee passport, give date and place of birth and date and place each passport application was submitted.

Item 21- Dependent Travel: For dependent travel, provide the following information:

EAOS of member or obligated service date of naval reservist.

Estimated date dependents will be available to depart CONUS.

DOD prescribed accompanied tour length as indicated in the OFFTRANSMAN and/or ENLTRANSMAN.

Suitability of member and dependents for residency overseas. See OFFTRANSMAN and/or ENLTRANSMAN.

Item 22 - Fiscal Data: For personnel detaching from deployed units, include the funding appropriation to be used by the NAVPTO in case routing via commercial transportation may be required and a MAC CIC in case routing is via MAC transportation.

NOTE 1: Certain categories of passengers who were previously authorized space-available only are now also authorized the option of accepting space-required transportation reimbursable to the government by the traveler or sponsor. See NAVMILPERSCOMINST 4650.2A, chapter 6, section C.

PERMANENT CHANGE OF STATION TRAVEL FORM

Each year the Navy spends millions of dollars for the transportation of military personnel and their dependents and the shipment of personal property between the old and new duty stations. The PCS Travel, NAVPERS 7041/1, is the primary source of statistical information regarding transfers and is an essential tool used in the fiscal management of the Permanent Change of Station (PCS) Program. Without the travel information, effective and efficient budgeting of PCS funds is impossible.

TYPES OF TRANSFERS

Orders initiating PCS transfers originate as either BUPERS orders or field orders. BUPERS orders are delivered to the member's command from the orderwriting community. Field orders are delivered to the member under the authority of the CO and include the following:

- Accessions and separations (enlisted members, midshipmen, officer candidate school members,

aviation officer candidates, Navy flight officer candidates, and nuclear petty officer candidates)

- Change of PDS of organized units (ships, air units, other mobile units)
- Relocation of a shore-based activity

A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer. Failure to submit a NAVPERS 7041/1 has a negative effect upon the management of PCS funds and, as a result, members may be forced to cope with the following:

- Move freezes
- Tour extensions
- No new entitlements
- Possible promotion freezes
- Family hardships
- Extra work for the receiving command
- Unnecessary order modifications

It is the responsibility of both the member and the detaching PASS/personnel office to make sure the NAVPERS 7041/1 is completed. The PASS/personnel office must complete the accounting data and cost contained in the upper portion of the NAVPERS 7041/1 and then pass it to the member who must complete the remaining blocks that are applicable to the transfer (fig. 9-1).

COMPLETION AND SUBMISSION

The member should complete the NAVPERS 7041/1 during the check-out process from the detaching PDS. This provides the member with sufficient time to resolve any indecisions concerning movement of dependents and/or household goods (HHG) and to adjust plans to conform to any modifications or cancellations to orders. For those members who are reentering the Navy, NAVPERS 7041/1 must be completed and submitted when they report to duty.

Upon completion, the NAVPERS 7041/1 should be mailed by the detaching office to the Director, Defense Finance Accounting System (PCSVAD), Anthony J. Celebrezze Federal Building, Cleveland OH 44199-2088.

Because of the importance of the NAVPERS 7041/1, correspondence is generated to ensure submission. Prospective detachment letters and listings are sent to commands requesting they make sure each

detaching member completes a NAVPERS 7041/1 during the check-out process. The Command Performance Monitoring System also summarizes the NAVPERS 7041/1 submission rate of detaching commands by UIC. Members who do not submit a NAVPERS 7041/1 are reported on a quarterly basis to the members' receiving command and proper submission is requested. The information the Navy member provides on the NAVPERS 7041/1 is vital to the effective management of the PCS Program by providing the means to closely estimate the cost of the PCS move and the subsequent obligation of funds. The data is also compiled for statistical use in developing budgets, costing proposed legislation, and responding to legislative inquiries.

INSTRUCTIONS FOR COMPLETION OF THE PCS TRAVEL FORM

The NAVPERS 7041/1 is divided into the following blocks for ease of reference:

- Member/PCS Order Identification (blocks 1 through 5)
- Part I - Itinerary (blocks 6 through 18)
- Part II - Dependents' Itinerary (blocks 19 through 26)
- Part III - Household Goods (blocks 27 through 39)
- Part IV - Vehicles (blocks 40 through 43)

The following instructions are provided to assist you in preparing the PCS Travel, NAVPERS 7041/1. Refer to figure 9-1 as the blocks are discussed.

IDENTIFICATION

Block 1 - NAME: Enter the member's last name, first name, middle initial.

Block 2 - SSN: Enter the member's social security number.

Block 3 - PAYGRADE: Enter the member's paygrade.

Block 4 - ORDER NO./AUTHORIZATION: Enter the authority for the PCS transfer.

Block 5 - ACCOUNTING DATA: Use the accounting data furnished on the PCS orders. All blanks on the form that do not contain prefilled data require accounting information. Refer to BUPERINST 7040.6, chapter II, for additional information relative to PCS accounting data.

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Block 10 - NAME/LOCATION: Enter in sequence the complete titles of all the intermediate duty stations to which the member will report in carrying out the PCS orders. If there are more than five intermediate duty stations, continue the itinerary or sequence on the reverse side of the form in section I.

Block 11 - MDTVLT: Enter appropriate two-digit mode of travel code contained on the reverse side of the form (sections I/II additional instructions) that reflects the method of transportation used in the execution of the PCS orders. The first character of the code should come from column (a) and the second character from column (b). The MDTVLT code must be provided for the intermediate duty stations and ultimate PDSs; example: PA = Travel by Private Auto.

Block 12 - NATURE OF DUTY: Enter the reason member is reporting to the intermediate duty station. See Nature of Duty in Abbreviations section on reverse side of form; example: temporary duty under instruction (TEMDUINS).

Block 13 - CLCVN DATE: Enter the class convening date for the course of instruction.

Block 14 - DURATION TD/TDI: Enter the estimated number of days or weeks ordered to the associated TEMDUINS intermediate duty station or the estimated number of days or weeks at the TEMDU intermediate duty station; example: GRAD DATE less CLCVN DATE= DURATION OF TDI (21 FEB 93 TO 11 DEC 93 = 73 DAYS).

Block 15 - LEAVE PERIODS: Provide an estimate of any leave periods anticipated before, during, and/or between intermediate duty assignments.

Block 16 - ULTIMATE PERMANENT DUTY STATION: Enter the complete name of the ultimate activity to which the member is ordered to report.

Block 17 - HOME PORT Enter the home port of the ultimate duty station.

Block 18 - DEPLOYED: If the ultimate duty station is deployed (ship, squadron or mobile unit), provide the geographical location by checking the appropriate block.

PART II - DEPENDENTS' ITINERARY

Block 19 - MARITAL STATUS: Indicate if the member is single or married.

Block 20 - WILL DEPENDENTS MOVE: Indicate if dependents will accompany member in the PCS move.

Block 21 - NUMBER OF DEPENDENTS MOVING BY AGE GROUP: Indicate the number of dependents by age group. Spouse should be included in the 12 years and over group.

Block 22 - DESIGNATED PLACE: If the member is ordered to an overseas duty on PCS orders, indicate whether dependents will be awaiting entry approval or established permanent residency. Provide the actual location (city/state) of the new permanent resident determined by the member and his or her dependents.

Block 23 - DATE: Provide anticipated month/year of dependents' movement.

Block 24 - FROM: Provide the location (city/state/country) where travel commences.

Block 25 - TO: Provide the location (city/state/country) where travel terminates. Include all movements to locations that are leave points and ports of embarkation and debarkation.

Block 26 - MDTVLT: Enter two-digit mode of travel code contained on reverse side of form (sections I/H, additional instructions) that reflects method of transportation used by the dependents. MDTVLT code constructed in the same manner as described in member itinerary, block 11.

PART III - HOUSEHOLD GOODS

Block 27 - SHIP. NO.: Provides space for three separate shipments.

Block 28 - DATE SHIPPED FROM OLD PDS: Enter the month/year of the HHG shipment from the old PDS.

Block 29 - EST ARRIVAL AT NEW PDS: Enter month/year HHG are expected to arrive at the new PDS. The required delivery date (RDD) determined by the transportation counselor per information supplied by the member and provisions of the DOD regulations maybe used.

Block 30 - METHOD: Enter C for commercial shipment or D for the do-it-yourself method. Reverse side of form (section III) contains these codes.

Block 31 - SHIP FROM: Enter R if HHG were shipped from residence or S if shipped from storage. Reverse side of form (section III) contains these codes.

Block 32 - CITY/STATE/CNTRY ORIGIN: Location from which HHG are being shipped.

Block 33 - CITY/STATE/CNTRY DESTINATION: Location where HHG are to be shipped.

Block 34 - ESTIMATED WEIGHT: Enter the total estimated weight of the member's HHG shipment. An accurate estimate of the weight is very important and may prevent an excess-weight shipment. Three methods of estimating the weight are provided as follows:

- Past experience from a previous shipment of HHG.
- Estimate of 1,000 pounds per room.
- Inventory of Household Goods, DD Form 1701.

This form is an inventory of HHG and can be used to estimate the total weight. The DD Form 1701 can be obtained through the local transportation office.

NOTE: Assistance can be provided by the counselor at the local transportation office in developing an estimate of HHG weight and obtaining information concerning entitlements to ship/store HHG.

Block 35 - SHIPMENT CODE: Enter HHG for shipments that contain all or the majority of personal effects and property. Enter EXP for those HHG that are shipped separately from the bulk shipment and are required immediately or soon after the arrival of the member from performance of duty and welfare of their dependents.

NOTE: Complete blocks 36 through 39 only if storage of HHG is anticipated to be more than 6 months.

Block 36 - ESTIMATED WEIGHT: Enter the estimated weight of HHG to be stored.

Block 37 - DATE STORED: Enter the date HHG will enter storage.

Block 38 - EST MOS IN STORAGE: Enter the estimated number of months HHG will be in storage.

Block 39 - STORAGE LOCATION: Enter the city/state where HHG are to be stored.

PART IV - VEHICLES

House Trailers. Note the following restrictions regarding movement of house trailers:

If the transfer involves a move within CONUS and the member is moving a house trailer, the member is not entitled to ship HHG.

If the member is being transferred to/from overseas, the member may ship HHG to/from overseas and move a house trailer; however, the house trailer cannot be moved outside CONUS.

Block 40 - METHOD: Check the applicable block (commercial or self) for preferred method of movement.

Block 41 - LOCATION: Provide the location (city/state) the house trailer is being moved from and the location (city/state) the house trailer is being moved to.

Privately Owned Vehicle. Complete this section only if the member is being transferred overseas. Either a POV or a motorcycle may be shipped overseas as a single vehicle shipment, but not both. If a member wishes to ship both, the motorcycle should be shipped as part of the member's HHG and the POV as a vehicle shipment. When shipping a motorcycle as HHG, include it in the estimated weight of the HHG shipment.

Block 42 - POV: Check the Yes box if shipping a POV overseas; otherwise, check the No box.

Block 43 - MOTORCYCLE: Check the Yes box if shipping a motorcycle overseas; otherwise, check the No box.

The reverse side of the form contains additional instructions and provides for member's signature.

